

DRAFT

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GUIDES

FOR USE IN DEVELOPING UNIFORM REGULATIONS

for a particular foreign country

relative to

THE IMPORTATION AND DISPOSAL OF PERSONAL PROPERTY,

THE ACQUISITION AND CONVERSION OF LOCAL CURRENCY

and

THE IMPORTATION, OPERATION AND DISPOSAL
OF MOTOR VEHICLES

1. The Guides set forth in this paper complete the action with regard to Recommendations 17 and 18 of the OCB Report on U.S. Employees Overseas. In commenting on this Report, the President, on April 24, 1958, said:

"The importance of building up good personal relations between foreign nationals and Americans who live and work overseas cannot be over-estimated."

The Report itself noted that the attitude of foreign nationals toward the presence of Americans depends primarily on the extent to which individual Americans demonstrate common courtesy and good manners and exhibit a sense of responsibility in the discreet use of their personal property, particularly their automobiles. Having noted further that all of the administrative practices bearing on foreign attitudes need across-the-board and continuing emphasis at all levels both in agency headquarters and in American missions and commands abroad, the Report concluded:

"The over-riding need is to instill in all Americans serving their government abroad an understanding of the fact that they are essentially guests of the host country and, as guests, are obligated to display normal good manners, to follow a reasonable standard of moral conduct, and to avoid acting superior to their hosts."

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2. Pursuant to the above, the Operations Coordinating Board has examined steps which might appropriately be taken to correct certain abuses concerning the importation and sale of personal property and transactions in local currencies. The Board has also examined steps which might appropriately be taken to eliminate or minimize the adverse impact upon the prestige of the United States of vehicles operated by U.S. personnel overseas.

3. As a result of these studies, the Board has concurred in the set of guides and rules set forth below for use in developing regulations which will apply to the importation and disposal of personal property, to the acquisition and conversion of local currency and to the importation, operation and disposal of motor vehicles, both official and those privately-owned by U.S. Government employees overseas.

4. Each Ambassador will be responsible for the development of regulations embodying these guides which will apply to all U.S. personnel attached to diplomatic and consular offices in the country to which he is accredited. Each Commander of U.S. Unified Commands will be responsible for the development of regulations which will apply to all U.S. personnel constituting his command.

A. General Guides Pertaining to Personal Property, Motor Vehicles and Foreign Currencies.

1. Regulations and procedures devised for application at the country level shall be consistent with regulations, customs and practices of the host country.

2. Personnel shall not engage in any practices in the transaction of personal business abroad which may bring discredit on themselves or the U.S. Government.

B. Guides Pertaining to Personal Property.

1. Personal property shall be for the employees' use at the post or station and not for resale.

2. Advance approval of the designated control officer, officers, or committee (hereinafter referred to as the "designated control authority") shall generally be obtained for:

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a. Importation of items of high resale value after first installation shipment.

b. Sale or other disposal of personal property to other than U.S. Government personnel and then on condition that applicable local duties, taxes, or levies, will be paid in compliance with local laws and regulations. As a general rule, sale or other disposal of personal property shall be authorized only incident to the transfer of the officer or employee from his place of assignment.

3. Sale of personal property usable world-wide such as photographic equipment, wrist watches, silverware, or fire arms, shall be restricted. This list will vary from country to country and it is assumed that a common-sense rule will prevail.

4. Control shall be exercised over initial purchase and resale of items acquired through U.S. Government operated commissaries and post exchanges. Resale of consumables to locals by Americans or by local employees of the U.S. Government when they have commissary and post exchange privileges shall be prohibited.

5. Control shall be exercised over importation of highly salable commodities through U.S. Government channels of entry such as diplomatic pouch, APO and FPO parcel post, attache and special mission planes.

6. Undignified sales practices, such as auctions, "fire sale" type advertising, or use of employee's title or connection with U.S. Government, shall be prohibited.

C. Guides Pertaining to Motor Vehicles.

1. Vehicles should be appropriately inconspicuous and unostentatious.

2. Uniform and mandatory motor vehicle inspection programs will be established to ensure highest standards of mechanical safety.

3. Driving permits and license plates will be issued only upon the successful completion of stringent driver-testing programs.

4. Appropriate restrictions on operation of vehicles by minors will be imposed.

5. Special markings on U.S. privately-owned vehicles will be curtailed.

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6. Adequate liability insurance coverage with a reliable firm will be a prerequisite to the licensing of private motor vehicles. The reliability of a firm will be determined, in part, by its reputation for prompt settlement of claims or its willingness to guaranty prompt settlement of meritorious claims.

7. Where practicable, U.S. official vehicles will be inconspicuously painted and identified.

8. Consideration will be given to the suspension or withdrawal of driving permits of U.S. operators for reckless or drunken driving or negligence which causes death, bodily injury or substantial property damage.

9. Where appropriate, rationing or denial of tax-free gasoline will be initiated judiciously to limit operation of U.S. vehicles to conform to local situations.

10. Coordinated programs will be established to effect prompt settlement of claims arising from accidents involving U.S. vehicles, both under the provisions of United States claims legislation and those of vehicle insurance policies.

11. Sale of imported automobiles shall be limited to one per employee at a post except in circumstances which can be justified to and approved by the designated control authority.

D. Guides Pertaining to Foreign Currencies.

1. Foreign currencies for personal use shall be obtained through legal or authorized channels. Subsequent conversion of local currency to dollar instruments by U.S. Government Disbursing Officers, where permitted, shall be reasonable in light of conditions prevailing within the country of assignment and shall bear reasonable relationship to amounts of local currency acquired through legal or authorized channels. Conversions of local currency to dollar or other instruments will not be made for U.S. citizens other than U.S. Government personnel or their dependents except through U.S. personnel specifically responsible for doing so as part of their official duties.

2. Payment of overseas post or station allowances shall be made in local currency to the extent that such expenditures are in local currency.

3. Advance approval of the designated control officer shall generally be obtained for conversion of proceeds of sale to dollar instruments. (This does not authorize conversion where presently prohibited.)